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DETROIT FEDERAL EXECUTIVE BOARD FY 2008 EXECUTIVE SUMMARY

The Detroit Federal Executive Board (FEB) conducted two Full Board meetings in FY 2008 which included subcommittee reports and outside speakers. Homeland Security topics were discussed by representatives from the Michigan State Police, Michigan's Emergency Management and Homeland Security Division, and the U.S. Army Department of Defense's Coordinating Element. The Emergency Manager from the US Army Corps of Engineers briefed our members on the New Madrid Fault Zone: Earthquake and Potential Disaster. Other topics included GSA Telecommunication's Networx Universal and Enterprise Services, and the GPO Express program.

The Detroit FEB made significant strides in Homeland Security and Emergency Preparedness in FY 2008. During the year, Homeland Security professionals briefed our members on their respective roles and missions. We broadened our network by participating in FEMA sponsored inter-agency meetings, and provided training to our members in conjunction with FEMA and other Federal agencies. The FEB Executive Director, and members, participated in Pandemic Flu discussions and exercises. A tabletop exercise was conducted during one of our COOP Working Group meetings and the after-action report shared with all members and OPM. The number of members in the COOP Working Group is growing and they are a valuable resource in planning for an event that would disrupt the ability of our FEB members to carry out their respective missions and to serve the public. We tested our email notification system this year and converted to the USP3 notification system.

We hosted our 31st annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. 320 people attended and we honored 148 employees from 22 agencies. We presented our fourth annual Distinguished Federal Service Diversity Award to winners in the Individual and Team categories.

We were able to offer a Basic Mediation class this year as well as a Pre-Retirement training that resulted in a significant savings to the government. We also offered a series of four (4) classes that improved our employee's Financial Literacy. Our partnership with Peoples Trust Credit Union continued and enabled Federal employees to take advantage of free lunch-n-learn sessions of various titles.

The Southeastern Michigan Area Combined Federal Campaign (CFC) remains in the top ranking for large campaigns nationwide. The LFCC is stable and works closely with the PCFO to administer the campaign according to regulation and keep administrative costs down. The number of local charity applications to the campaign grew in FY 2008. Two Agency Heads served as Co-Chairs for the 2007/2008 campaign and we collected \$3,397,409.

DETROIT FEDERAL EXECUTIVE BOARD FY 2008 ANNUAL REPORT

Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of the FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 90% of all Federal employees work outside of the National Capitol Area, and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) coordinating local approaches to national programs and shared management needs; (2) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (3) communicating from Washington to the field about management initiatives and other concerns for the improvement of coordination; and (4) referring to the national level problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. Each FEB staff office is authorized two full-time equivalent (FTE) Federal employees (Executive Director and Assistant), who manage the daily operations of the Board. Administrative funding is provided by a host department or agency, while project funding is covered by the local member agencies. The regulatory responsibilities outlined in Section 960, Title 5, Code of Federal Regulations, provide the guidance from which FEBs draw their general operating instructions.

The Detroit FEB was created in 1969 and is sponsored by the Department of Defense, locally the US Army TACOM LCMC in Warren, Michigan.

Major Lines of Business:

Human Capital Readiness

The FEB hosted a Basic Mediation class (40 hrs.) for 23 participants, from various agencies. The instructors were experienced Mediators from the Department of Veterans Affairs and in fact, one of the trainers was an original member of the team that created the ADR process for Veterans Health Administration. The training included role playing and coursework. Cost savings to government and taxpayers: \$13,900 (based on USDA Graduate School cost, *not including* travel cost deferred).

Seven (7) of the participants had an opportunity to observe a Mediation, and ultimately to co-mediate and mediate during the year. The FEB was called upon to assist at six (6) Mediations, and our newly trained Mediators conducted two of them independently.

The FEB hosted a Pre-Retirement Planning seminar (2-day), attended by 90 employees. Cost savings to government and taxpayers: \$31,140 (based on USDA Graduate School cost, *not including* travel cost deferred).

We sponsored four Free classes to increase “Financial Literacy”, a national initiative for Federal employees. **76 employees participated in the following classes:**

- Women and Investing
- Investing in Real Estate
- Social Security Retirement and Disability Benefits
- Estate Planning

All four classes were 1-1/2 hours each.

The Board continued their partnership with the Peoples Trust Credit Union, located in one of the Federal buildings, to bring Free classes to the Federal community. The Lunch-n-Learn sessions that they offer at no

charge to Federal employees included:

- Retirement Planning
- Estate Planning
- Elder Care
- Understanding Credit Reports
- Investing Basics 101
- Budgeting Basics
- First Time Home Buyer

361 Federal employees attended these sessions.

Members of our Diversity Council attended the Detroit Area Pre-College Engineer Program (DAPCEP) at a local venue. They spoke to students in grades 4-12, and their parents about the types of Federal careers that require Math and Science coursework. Approximately 300 students and parents attended this program.

Homeland Security and Emergency Preparedness

The fiscal year started out with discussions of this topic at our Full Board meeting in October, 2007. Lt. Walter Davis, Michigan State Police District Coordinator, Homeland Security Division briefed our members on how the State Police manages disasters. He discussed the four phases of emergency management: mitigation, preparedness, response and recovery. At the same meeting US Army Major Steven King, Chief of Operations for the Defense Coordinating Element (DCE), briefed the FEB on what they do to support civil authorities. When the DCE receives a validated mission assignment they assemble, deploy and establish a DCE Operations Center. Major King’s brief included slides of the Minnesota Bridge collapse in August, 2007 and their role in responding to the disaster.

Pandemic Planning:

The Executive Director and members of the Board attended a Tabletop Emergency Planning exercise sponsored by the City of Detroit's Office of Homeland Security and Emergency Management, and the Detroit Department of Health. The full-day exercise probed into how we would work together and communicate with each other in a crisis.

The Executive Director and a member of the Board participated in an unannounced Pandemic training drill at the local VA Medical Center. Drill included patients presenting in the clinic with flu symptoms, coordination with the pharmacy cache, security and the Director's office. This drill reminded us to confirm that the Federal employees in SE Michigan were accounted for in a pharmacy cache.

The FEB Chair discussed the Senate Subcommittee hearing in September 2007 regarding "The Role of FEBs in Pandemic Preparedness" and the May 2007 GAO Report entitled "Additional Steps Needed to Take Advantage of FEBs Ability to Contribute to Emergency Operations." The Chair related that the FEBs are increasingly being asked to keep the Federal community informed of the need for pandemic planning as evidenced by the three FEB Executive Directors who testified at the hearing on their respective Emergency Planning and Response activities.

Education:

COOP Managers (with Train the Trainer module). We hosted the class at TACOM LCMC in April 2008. 45 attendees participated and earned credit for the 5-day class through FEMA. Materials were provided so that the COOP Managers could go back to their agencies and conduct the same training. Cost savings to the government and taxpayer was \$15,000, since FEMA agreed to do the course for

Free through the FEB.

Federal Guidance and Requirements: NSPD 51/HSPD 20 (May 2007) and the National Continuity Policy Implementation Plan, (August 2007). National Essential Functions and Requirements for Continuity Planning were detailed at the June COOP Working Group meeting.

Vital Records: Discussion of static and dynamic records and the need to periodically evaluate your vital records program. The need to test your program, back up material, and access records from your alternate site explored at the September COOP Working Group meeting.

New Madrid Fault Zone: Earthquakes and Potential Disaster: The Emergency Manager from the US Corps of Engineers presented at our Full Board meeting in April, 2008 on the plans in place to assist other regions if an earthquake takes place. Later in the month, the Corps of Engineers, the US Army Defense Coordinating Element, FEMA, and the FEB briefed the local US Army installation's Command Staff on the potential threat of an earthquake in the New Madrid Fault Zone. Within two weeks of this briefing, an earthquake did occur in the region.

Networking:

FEB Executive Director attended two Regional Interagency Steering Committee (RISC) meetings in Chicago at FEMA Region V headquarters. These meetings provided an opportunity to meet partners from other areas, and collect information about emergency preparedness and response offered by a multitude of sources.

The Executive Director attended the US-Canada Joint Regional Emergency Management Advisory Committee meeting

Networking cont'd:

hosted by FEMA Region V. The objective was to enhance US-Canada regional emergency management arrangements through the sharing of smart practices and information between all four REMACs and other Federal partners, and to enhance the ability of the US and Canada to work together to respond more effectively to catastrophic events affecting the national interest of one or both countries.

We invited the Director of Detroit's Homeland Security Department to brief our COOP Working Group on their mission and discuss the need for common credentials during emergencies.

Training/Exercises:

At the September COOP Working Group meeting, we conducted an exercise that tested our ability to respond in the event of a disaster outside of our local business environment. An explosion resulted in the release of a radiological substance that was traveling toward downtown. The objective of this exercise was to: Increase the basic knowledge about our own continuity plans; Discuss the role of the FEB in Detroit during emergencies; and Identify special considerations for interagency coordination. The discussion included notification, verification, the involvement of law enforcement, and shelter-in-place.

Communication:

FEB Chair and Executive Director applied for and received a Government Emergency Telecommunications Service (GETS) card for use during emergencies.

In an effort to increase our member's Emergency Preparedness knowledge, the FEB advertised the following events in Michigan to our members: The 2008 Great Lakes Homeland Security Training Conference & Expo, and EPA's National Brownfield Conference.

We stood up our COOP Working Group in April, and by the end of the Fiscal Year we had a group that is sharing information and ready to assist each other when needed.

We tested our email notification system in June, 2008 and updated our COOP Directory. The Directory contains 41 FEB members, three deep with contact information.

In July, the COOP Working Group members were entered into the USP3 notification system and sent a welcome message. Members were notified that this would be the primary notification system for emergencies in the Detroit FEB area.

The FEB printed Personal Preparedness Pocket Cards created and sent to us by GSA Region V. We distributed them to member agencies along with information about National Preparedness Month in September.

Employee Safety and Security:

The Health and Safety Council addresses many important issues at their meetings. Some of the topics presented in FY 2008 to educate the Federal community were:

- Heart attacks & high blood pressure
- Tornado/Flash Flood preparedness
- OSHA updates
- Heat related illnesses
- Personal Preparedness

Foundational Function: Intergovernmental and Community Activities:

Combined Federal Campaign (CFC)

Planning for the Combined Federal Campaign (CFC) is year round. Each campaign is technically an 18-month cycle, so each year as the Local Federal Coordinating Committee (LFCC) starts to plan a new campaign, we are following up with the close out details of the last campaign.

The LFCC and PCFO hosted a CFC Application Workshop, designed to help charitable organizations understand the eligibility process for the CFC prior to submitting their application. 41 attendees from 33 charities attended the workshop.

The FEB Executive Director guided the LFCC through the application review process. We expected an increase in the number of applicants this year, and we did receive 80 applications, up 14% from last year.

The FEB Executive Director requested Loaned Ambassadors (LAs) from agencies that represent crucial components of the

CFC. Training was offered to the Loaned Ambassadors and agency CFC coordinators on two different dates at two locations for their convenience.

The LFCC Report on PCFO Compliance was completed by the FEB Executive Director and sent to the OPM Office of CFC Operations as required by CFC Audit Guidelines.

LFCC Officers and FEB Executive Director met regularly with the PCFO leadership to ensure a smooth campaign.

We worked closely with our CFC Co-Chairs to create a moving local CFC video and motivating campaign materials. The participation rate is around 38%, and has been decreasing, so we strive to create a campaign that is appealing. Everyone worked hard and in the end we planned a Victory celebration for 300 campaign workers. 2007/2008 CFC contributions totaled **\$3,397,409**, with administrative costs of approximately 8.8%.

Local Initiatives

The FEB Diversity Council sponsored a Diversity luncheon with a keynote speaker who is a Diversity specialist with the Social Security Administration. 100 members of the Federal community attended. The Council also sponsored a Holiday Ethnic Market Day with 23 vendors representing various cultures. The proceeds from both activities will be donated (approximately \$1,000) to a local college/university to fund a scholarship that supports the work of our

FEB Diversity Council.

The FEB coordinated three blood drives in the Federal building where we are housed, collecting 112 pints of blood. Community-wide, other Federal employee locations were encouraged to increase their participation in blood drives throughout FY 2008.

The FEB collected 130 blankets for the American Red Cross Blanket Drive. We set

up six collection points and received a great response. There were six handmade blankets (quilts/crocheted/knitted) and these blankets were taken to a local shelter that had families with children. The FEB Chair and Executive Director presented these blankets to the families on behalf of the Federal community.

The FEB hosted a luncheon for 320 attendees, recognizing 148 Federal employees from 22 agencies, for Public Service Recognition Week. Distinguished Federal Service Diversity Awards (Individual and Team) were awarded to the winner in each category at this luncheon. Agency heads presented certificates and professional photographs were taken, and delivered to member agencies after the event. We are delighted that this event is still well attended and appreciated.

Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach:

The FEB hosted an Employee Health Benefits Fair in the Patrick V. McNamara Federal building. We invited local representatives from health benefit providers to meet with Federal employees and provide information about their health benefit plans. We also provided printed materials on Vision and Dental plans, Federal Long Term Care Insurance, and Flexible Savings Accounts (FSA). Approximately 400 employees attended. The FEB also sponsored service days for FEHB members.

The FEB was asked to intervene to improve the mail delivery in the Federal building. In particular, the arrival time of the mail in the building was pushed back to a later time, and the absence of the mail carrier while delivering mail requiring signatures created a problem for agencies. The Executive

Director brokered a deal with the USPS to install mail lockers in the basement of the P. V. McNamara Federal building so that large quantities of mail can be accessed while the carrier is away from the mail station.

A Transition Manager, from the GSA Federal Acquisition Service, Chicago, briefed our FEB members on the Networkx program for telecommunication, networking and technical solutions for federal agency customers.

The District Director of the Federal Communications Commission, gave a presentation to FEB members on the switch from analog to digital television which is to take effect February 17, 2009.

The Regional Director of the Census Bureau, discussed their goal to recruit, hire, and train enough qualified applicants to staff each critical operation associated with the 2010 Census. The Regional Census Center (RCC) opened in January, 2008 and over the course of the next three years will hire around 200 temporary employees in 37 local Census offices.

The Executive Director attended both FEB conferences in FY 2008. The FEB representatives and OPM worked on the delivery of a funding mechanism, program measures and performance management tools, and the implementation of an FEB network.

The Executive Director had extensive conversations with the Department of Commerce's Census Bureau representative, attempting to get a badging station up and running in the Detroit area in compliance with HSPD-12. Discussion continued with GSA Managed Services, the local GSA Michigan Service Center Director and staff, other Federal agencies and the FEB Chair.

In FY 2008, the FEB shared information with our member agencies via email or our website. The following are some examples of the information we processed.

- Presidential Proclamations
- OPM Director's memos
- FedRooms updates and invitations to webinar presentations.
- Training offered by FEMA (internet based and conferences)
- Conferences that are targeted to Federal employees such as FEW, BIG, EXCEL
- Save our Annuity Retirement (SOAR) event
- Information regarding Presidential Rank Awards, White House and other Internship Programs.
- The USPS "Stamp Out Hunger" food drive
- Guidance on ways to celebrate special emphasis days/months and other diversity issues.
- Announced excess equipment and furniture opportunities at our Board meetings. Provided contact information for GSA's excess property program and forwarded information from them.

Improved Financial Performance

Treasurer's Reports are completed each month by the FEB Executive Director and reviewed by the FEB Treasurer. Treasurer's reports are given to the Board quarterly.

The FEB has been able to maintain a reasonable balance of funds that enables us to pay deposits and fees necessary to sponsor events. Acceptance of credit cards has improved the process for our customers and made the collection of funds easier.